

DRAFT
MINUTES
REGULAR SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS
WEDNESDAY, MARCH 7, 2012
6:30 P.M.

Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion

1. **Call to Order**

The meeting was called to order at 6:30 p.m.

2. **Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors George, Buchanan and German were present; Councilors Whatley and Baker were absent.

Also Present: Public Works Director Ron Long, Town Magistrate Harry Cipriano, Town Marshal Nancy Gardner, Finance Director Mike Showers, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

3. **Pledge of Allegiance**

The Pledge was led by Town Marshal Gardner.

4. **Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

a) **Approval of the Minutes:**

- 1) Council Hears Planning & Zoning Matters – February 22, 2012
- 2) Regular Session – February 15, 2012
- 3) Special Session – February 15, 2012
- 4) Work Session – January 25, 2012

b) **Set Next Meeting, Date and Time:**

- 1) March 21, 2012 at 6:30 p.m. – Regular Session
- 2) March 28, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 3) April 4, 2012 at 6:30 p.m. – Regular Session
- 4) April 18, 2012 at 6:30 p.m. – Regular Session
- 5) April 25, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 6) Monday, April 30, 2012 at 4:00 p.m. – Budget Work Session

c) **Possible re-appointment of E. Eugene Neil, Esq. as an Assistant Magistrate for the Municipal Court for a 2-year term, effective March 8, 2012 and setting the hourly rate at \$38.00 per hour with a 3-hour minimum.** Staff Resource: Magistrate Harry Cipriano

On a motion by Kovacovich, seconded by German, the Consent Agenda was unanimously approved as presented, with the changes made to the Minutes of February 22, 2012.

Kovacovich requested a correction to the Minutes of February 22, 2012: On the first page, Council Informational Reports, the report made by George should reflect the “Sustainable Economic Development Initiative,” and the acronyms used by Kovacovich and German should be “SEDI.”

5. **Special Announcements & Presentations.**

There were no special announcements or presentations.

6. **Council Informational Reports.**

George said he had attended the Verde View Senior Apartments luncheon; the Mayor and Councilor German were also there, as well as Chip Davis.

German reported on her attendance last Wednesday at the Sedona Chamber of Commerce meeting that was sponsored by Arizona Public Service; an Arizona Office of Tourism representative gave a very informative presentation. On Friday evening German attended the Cancer Relay for Life fund-raiser that was held at the Red Barn; it was a very enjoyable evening with good attendance. German also shared details of the 50-year celebration of the Retirement Housing Foundation yesterday, represented by top officials of that organization, held at the Camp Verde Senior Apartments on Highway 260.

Buchanan said he had also attended the Sedona Chamber of Commerce meeting, a good, informative event. Buchanan said that today he had attended the Verde Valley Homeless Coalition meeting in Cottonwood that had also been attended by numerous organizations, an unbelievably informative session; Buchanan has requested that the Coalition make presentations to the Town on what they do since they need more support. Buchanan also reported on the Verde Valley Intergovernmental meeting on February 23rd.

Burnside said he had attended a GAMA meeting Monday in Phoenix with Town Manager Martin, the Greater Arizona Mayors Association, with the League of Cities and Towns discussing some of the House bills. The League is opposing bills that the Town is also opposing, including the Consolidated Election Dates; Regulatory Tax Credit; Rulemaking. Also the bills to stop all Photo Radar, the bill re Local Liberty Chapters, and a bill to stop the raiding of the HURF funds, water resources, and others. Burnside said that the aim is to get the message to the Legislators to tell the State to leave the cities and towns alone to govern themselves. Burnside also reported on attending the Verde View Apartments anniversary event; Baker filled in for Burnside at NACOG. Today he attended another Intergovernmental meeting in Cottonwood, the Managers and Mayors. Burnside reminded everyone of the Roast & Toast event to be held to honor Kathy Davis in connection with her retirement; on Saturday there will be an Open House to tour the Jail, the Museum and the Hance House.

7. **Call to the Public for items not on the agenda.**
(Comments from the following individual are summarized.)

Howard Parrish reviewed the participation of the Cavalry in the Sedona St. Patrick's Day Parade held on March 3rd; the Cavalry won the Best Equestrian Group award, and were treated like royalty at that event.

There was no further public input.

Councilor Buchanan requested Item #8:

8. **Presentation by Gayle Durkin, Executive Director of the Verde Valley Habitat for Humanity followed by possible discussion.**
There was no action taken.

Councilor Buchanan explained that he had been contacted recently by Gayle Durkin, Executive Director of the Verde Valley Habitat for Humanity, who asked if the Town of Camp Verde might be interested in possibly getting some work done here through her organization. Buchanan said he immediately requested this opportunity for Ms. Durkin to make a presentation to the Council in that regard.

Following her introduction, Ms. Durkin reviewed the beginning of the Verde Valley Habitat for Humanity in 1995, noting that there is currently a real surge in families applying for homes throughout the entire Verde Valley. Ms. Durkin said that she has visited Camp Verde and feels that there is a lot of property here that could be utilized for the affordable housing, which is the purpose of the Habitat for Humanity. She explained their mission of building decent, affordable housing for qualified families, and the requirements to be met in order to qualify, including a commitment by the family to spend approximately 400 hours of "sweat equity" or some type of volunteer work to build their home. The group is looking to Camp Verde at this time for property to either purchase or be fortunate enough to acquire property through donation to build homes on.

In response to some Council questions following her presentation, Ms. Durkin confirmed that they are also interested in purchasing and refurbishing foreclosed homes; they have a volunteer coordinator who would welcome those wishing to volunteer or donate construction services; their phone number is 928-649-6788.

9. **Discussion, consideration, and possible approval of an agreement re-appointing Magistrate Harry Cipriano as Town Magistrate for a 2-year term beginning 3-17-2012 through 3-17-2014. The new agreement may include an increase in compensation and increase in work hours.** Staff Resource: Magistrate Cipriano

On a motion by Buchanan, seconded by George, the Council unanimously approved the agreement appointing Magistrate Harry Cipriano as Town Magistrate for a 2-year term, as extended, beginning 3-17-12 through 6-30-2014.

Town Magistrate Cipriano briefly commented that he would appreciate approval of the agreement that he had discussed previously with the Council. The members confirmed that the discussion had included extending the contract through June of 2014, and would not change the monthly salary, but would simply extend it for an extra two months, until the time the next contract would start in order to keep it in the budget cycle.

10. **Discussion, consideration, and possible award of bid for Project #12-095 Finnie Flat/Cliffs Parkway Drainage Improvement Project to low bidder Eagle Mountain Construction, Inc. in the amount of \$1,048,104.18 and authorization for the Mayor to execute the Contract Documents.** Staff Resource: Ron Long

On a motion by German, seconded by Kovacovich, the Council unanimously authorized the Mayor to execute the Agreement between the Town of Camp Verde and the apparent low bidder, Eagle Mountain Construction Inc., for Project No. 12-095, Finnie Flat/Cliffs Parkway Drainage Channel Improvement Project, in the amount of \$1,048,104.18, with the corrections to the contract as discussed.

Public Works Director Ron Long said that putting this project together has been a long process. Long expressed appreciation for the County Flood Control District; they have contributed a significant amount toward the design effort to get to this point, plus another \$750,000 into this phase of the project. The work is ready to start upon approval and award of the bid.

Burnside reviewed the earlier discussion he had with Long, requesting changes to the proposed Agreement based on his concerns. Long confirmed that he would be working with the contractor to implement those changes discussed. For the benefit of the members, Burnside pointed out and explained in detail the purpose of the following changes agreed upon: Page 6, Payment; revised with verbiage to reflect that the monthly progress payment will be submitted on the 25th of the month and projected to the end of the month. A one-year Warranty time frame is to be written in. Page 8, Liquidated Damages, the scope of the work will be completed, as defined, in 155 calendar days; include verbiage in agreements with the general contractor regarding the timing for inspections. Burnside also noted a typographical error on Page 7.

The Council discussed the changes noted; Long responded to some concern about the inspections time line and discussed with the members the difference between this complex type of public engineering project and the usual building projects. Burnside commented that the Town staff is working on substantial verbiage to create a boilerplate process that the Town will use and will be used by all contractors that do work for the Town, and is intended to also protect the Town in case of a lawsuit for liquidated damages. Burnside added his appreciation for Ron and his department for creating one of the best contracts he has presented for the Town.

11. **Discussion, consideration, and possible acceptance of and/or direction to staff relative to the 2nd Quarter General Fund report and the January Revenue Drivers.** Staff Resource: Mike Showers
On a motion by German, seconded by Burnside, the Council unanimously accepted and approved the financial reports that were given.

Finance Director Mike Showers said that his intent is to begin a process that provide relevant information that will help the Council understand what is happening and be able to make good decisions and not get buried in a lot of numbers. Showers reviewed and explained in detail the General Fund Report listing the Revenues, Expenditures, and a Cash Analysis, and then a separate table of the Revenue Drivers.

The Council discussed the reports that Showers had prepared, expressing appreciation for the simplified approach he had taken that will help to show the Town's financial status at a glance. One request was made to change the term regarding cash as "restricted," to "encumbered." In response to a question whether quarterly reports would be supplied to the different department heads, Showers explained that with the new accounting system, each department has daily access to the status of their department budget; he has been giving reports to the Town Manager on a regular basis. Showers added that he could plan to develop a more customized report for each group based on relevance to them in particular. He will be presenting a quarterly report to the Council, possibly at the second Council meeting of the month for that period.

12. **Discussion, consideration, and possible direction to staff relative to updates and requested action(s) concerning proposed legislation that affects the Town.** Staff Resource: Russ Martin
There was no action taken.

Burnside noted that he had referred to the concerns and documentation on pending legislation in his preceding Informational Report. He added that it was a pleasure to find that they are finally going to look at a bill to see if the Constitutional laws can be changed to allow cities and towns to, in essence, give credit to local businesses in the bidding process.

13. **Call to the Public for items not on the agenda.**
(Comments from the following individuals are summarized.)

David White spoke again regarding the improvements to Rezzonico Park, and the apprehensions of the immediate neighbors based on their negative contacts with the previous Town Manager in connection with improvements to the Park. Mr. White said he had attended a meeting of the ladies last week; one of ladies had commented that the Council had been so accepting of their plans that they could pretty much go ahead and work on it. That is of great concern to the neighborhood; they would love to see short and long-term goals, with line-by-line approvals, with everything done in a way that the immediate neighbors could be a part of the process throughout in a professional manner. He stressed that all of those long-time residents deserve to be considered and kept in the loop.

Justin Wertz gave an update on the skateboard project he is working on, together with his associates, and commented on the potential benefit to the Town; he added that he has appeared before the Council over a long period of time, and expressed his appreciation for their attention.

There was no further public input.

14. **Manager/Staff Report**
There was no Manager/Staff report.

15. **Adjournment**
On a motion by German, seconded by Kovacovich, the meeting was adjourned at 7:38 p.m.

Bob Burnside, Mayor

Margaret Harper, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 7th day of March 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2012.

Debbie Barber, Town Clerk